

# CITY MANAGER/CITY ATTORNEY RESOLUTION NO.113

## APPROVING AN AMENDMENT TO THE UPTOWN COMMUNITY PLANNING COMMITTEE BYLAWS

**WHEREAS**, it is the policy of the Council of the City of San Diego to require each community planning committee, as a condition of official recognition by the City of San Diego, to write and submit bylaws to the City Manager and City Attorney; and

**WHEREAS**, the Uptown Community Planning Committee has submitted and amended bylaws (attached) to the City Manager and City Attorney that revises the number of community planning committee members; and

**WHEREAS**, the amended bylaws meet the requirements of Council Policy No. 600-24; and

**WHEREAS**, it is the policy of the Council of the City of San Diego to authorize the City Manager and City Attorney to approve amendments to bylaws that are in conformance with Council Policy 600-24; **NOW THEREFORE**,

**BE IT RESOLVED**, by the City Manager and City Attorney of the City of San Diego, that the revisions to the bylaws of the Uptown Community Planning Committee, dated February 1, 2000, are hereby approved.

APPROVED: CASEY GWINN, CITY ATTORNEY  
MICHAEL T. UBERUAGA, CITY MANAGER

By: Betsy McCullough  
Betsy McCullough  
Deputy Director Long Range Planning

Date: 3/8/00

By: Richard A. Duvernay  
Richard A. Duvernay  
Deputy City Attorney

Date: 3-10-00

# **UPTOWN COMMUNITY PLANNING COMMITTEE**

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## **UPTOWN PLANNERS**

### **UPTOWN COMMUNITY PLANNING COMMITTEE**

#### **BYLAWS AND OPERATING PROCEDURES AND RESPONSIBILITIES COUNCIL**

#### **POLICY NO. 600-24**

#### **ARTICLE I            NAME**

Section 1.            The name of this organization is the Uptown Planners which shall consist of all general members.

General membership shall be open to any individual resident, property owner, business person, professional, industrialist or related entity, active within the Uptown Community Planning Area of the City of San Diego, who is at least 18 years of age and has filed an application for membership with the committee secretary.

Section 2.            The name of the advisory group elected by the general membership shall be the Uptown Community Planning Committee, hereafter referred to as Community Planning Committee. All activities of this planning committee shall be conducted in the name of the Uptown Community Planning Committee.

Section 3.            The community planning area boundaries which are applicable to this committee are on file in the Planning Department of the City of San Diego (see attached copy).

Section 4.            The official positions and opinions of the Uptown Community Planning Committee shall not be established or determined by any organization other than the planning committee.

#### **ARTICLE II            PURPOSE AND INTENT OF THE PLANNING COMMITTEE AND GENERAL PROVISIONS**

Section 1.            The primary purpose of this planning committee shall be to advise the City Council, Planning Commission and other governmental agencies as may be appropriate in the initial preparation of, adoption of, implementation of, or amendment to the General or Community Plan as it pertains to the area or areas of concern to said committee, hereafter referred to as the planning process.

Individual development projects shall be reviewed as provided by Council Policy 600-24, Article II, Section 1 which provides that such review should: 1) focus on conformity with the adopted community plan and/or the general plan; and 2) be completed, and associated written input submitted to the City, during the public review process (substantive changes in projects subsequent to completion of the environmental review process will sanction further evaluation by the community planning committees). This will provide staff and the project proponent the opportunity to respond to the issues raised and potentially resolve possible conflicts before the project is noticed for discretionary action.

Section 2. Insofar as the planning committee is engaged in the diligent pursuit of the above purpose, professional planning staff assistance, if any, shall be provided from the Planning Department, and/or as appropriate, by staff under the direction of the City Manager.

Section 3. Insofar as the planning committee is engaged in the diligent pursuit of nonplanning-oriented implementation activities, professional staff assistance, if any, shall be provided by the City Manager from appropriate managerial departments.

Section 4. Upon application to or by the Planning Department, the City Council may place the planning committee on a "monitoring status." "Monitoring status" means that the planning committee will not be provided with ongoing staff assistance, but shall conduct its business in a manner specified by the policy of the planning committee. The planning committee operating in a "monitoring status" shall be subject to all procedures of the Council Policy.

When the Planning Director proposes any change in the status of a planning committee, that planning committee shall be notified of this intent, in writing, and with the reasons for the proposed change explicitly stated, at least sixty days prior to the referral of such recommendation to the City Council.

This sixty-day notice period is to allow for possible Planning Director planning committee communications problems, changes in the circumstances of the planning committee affected, and any other factors which might call for a reconsideration of the proposed status change.

Section 5. All planning committee activities shall be nonpartisan and nonsectarian and shall not discriminate against any person or persons by reason of race, color, sex, creed, national origin, sexual orientation or physical handicap, nor shall the planning committee take part, officially or unofficially, or lend its influence in, the election of any candidate for political office.

Section 6. Pursuant to the provisions of City Council Policy 600-5, failure of the planning committee to diligently pursue the initial preparation, adoption, implementation or amendments to the planning process shall result in the forfeiture of rights to represent its community, for these purposes shall be made only by the City Council upon the recommendation of the Planning Department.

### **ARTICLE III COMMUNITY PLANNING COMMITTEE ORGANIZATION**

Section 1. The community planning committee shall consist of seventeen members. Upon recognition by the City Council, the members of the community planning committee shall constitute the official planning committee for the purposes set forth in Article II.

Section 2. At all times, and to the fullest extent possible, planning committee members shall be representative of the various geographic sections of the community and/or diversified community interests as determined by the City Council.

No two (2) members of the planning committee shall be from the same household or firm.

Section 3. The term of office shall be four (4) years, with one half of the planning committee members being elected every two (2) years. In no case may a member serve for more than eight (8) consecutive years.

A committee member may serve in excess of eight consecutive years if that person is reelected to a new term provided that they receive a two-thirds majority of the votes cast by eligible community members participating in a regular election. The number of individuals on a planning committee serving more than eight consecutive years shall in no case exceed twenty-five percent of the voting committee membership. No individual may serve as an officer for more than eight consecutive years as specified in Article V, Section 1.

Section 4. The planning committee shall find a vacancy exists upon receipt of resignation, in writing, from one of its members, or upon receipt of a written report from its secretary reporting the third consecutive absence of a member (unless such absences are for medical reasons).

The term of a member absent (five) times per twelve (12) month period shall be declared vacant.

Vacancies on the planning committee shall be filled by a vote of the remaining planning committee members no later than 120 days following the determination of the vacancy. Terms so filled shall be for the remainder of the vacated term. Members eligible to fill vacancies must be of general membership standing.

The planning committee shall report, in writing to the City Council, the actions taken in filling vacancies in accordance with Article IV, Section 11 of these bylaws.

Section 5. A general membership meeting shall be held every two years during the month of March. All general members may vote at the general membership meeting for the election of planning committee members.

Before receiving a ballot, a general member must present identification proving residency or property or business ownership in the Uptown Community Planning Area. Documents or photocopies such as valid driver's license, business license, tax bills, utility bills or rent receipts with both name and address will be acceptable identification.

The official membership roster shall consist of the membership application forms filed with the planning committee secretary. The secretary shall be responsible for the roster. The roster shall be available for public review fifteen (15) days before the election. The membership application forms may be copied in the presence of the secretary or another officer of the planning committee.

Section 6. At the February meeting preceding the biannual general membership meeting, the secretary shall report to the planning committee the names of the persons deemed automatically eligible for election at the following February meeting.

To be automatically eligible for election, those persons shall have attended at least three of the previous six (6) consecutive regular meetings of the planning committee, and have filed applications for membership with the planning committee secretary.

The general membership may nominate candidates for membership on the planning committee from the floor at the time of the general election. Candidates so nominated must be present at the meeting and have on file with the secretary an application for membership.

#### **ARTICLE IV                      PLANNING COMMITTEE DUTIES**

Section 1.                      The planning committee shall work cooperatively with the Planning Department and, as appropriate, the City Manager, throughout the planning process, including but not limited to the formation of long-range community goals, objectives and proposals or the revision thereto, for inclusion in the General and Community Plan.

Section 2.                      A quorum, defined as a majority of the non-vacant seats of the planning committee, must be present in order to conduct business and/or to vote on projects or actions at regular committee meetings. A report of attendance and a copy of committee-approved minutes which include the votes taken on each matter acted upon for each meeting shall be available for public distribution and shall be submitted to the Planning Department within 14 days upon approval by the committee. Committee resolutions on specific projects should indicate whether or not a quorum was present, whether or not the applicant appeared before the planning group, and when and what type of notification the applicant received requesting his/her appearance at the planning group meeting.

Section 3.                      It shall be the responsibility of each planning committee member to attend all planning committee meetings. Regular meetings shall be periodically held by the planning committee to meet with the Planning Department at a mutually agreed upon time and location during appropriate periods in the planning process.

A report of attendance and a copy of planning committee-approved minutes for each meeting shall be available for public distribution and shall be submitted to the Planning Department within fourteen

(14) days upon approval by the planning committee. The planning committee may hold meetings other than regular meetings in accordance with a policy established by the planning committee. All meetings of the planning committee and subcommittees shall be open to the public.

Section 4. It shall be the duty of the planning committee to seek community-wide understanding of and participation in the planning process as specified in Article II, Section 1.

Planning committee meeting agenda are open to pertinent input from all planning committee members, general members and the public. Anyone wishing to place an item on the agenda must contact the Chairperson at least ten (10) days prior to the meeting. Agendas should be available to the public no less than five (5) days prior to the meeting.

The planning committee shall give due consideration to all responsible community interest. It shall also be the duty of the planning committee, when reviewing development projects, to involve affected property owners, residents, and business establishments within proximity of the proposed development. The Chairperson of the meeting shall allow the opportunity for public testimony and fair and reasonable debate.

Section 5. It shall be the responsibility of the planning committee to conduct all business or activities in such a manner so as not to interfere with the diligent and sustained progress towards accomplishment of its purpose as set forth in Article II, Section 1.

Section 6. The planning committee may develop a policy for financial contributions from the citizens of the community for the purpose of furthering the efforts of the planning committee to promote understanding and participation in the planning process. No membership dues shall be required.

Section 7. The majority position of members present at a duly called meeting, at which a quorum is present, shall be considered as the official position of the planning committee. Whenever possible, the Chairperson should attempt to reach planning committee positions by consensus.



- Section 8. The business of the planning committee shall be conducted in accordance with Robert's Rules of Order, revised edition or such rules of procedure as the Chairperson may establish for the meeting, with the concurrence of the majority of the planning committee.
- Section 9. It shall be the duty of each planning committee member to abstain from voting on privately initiated projects in which they have a direct financial interest.
- Section 10. There shall be at least ten (10) regular meetings scheduled each year for conducting the business of the planning committee.
- Special meetings of the planning committee may be called by the Chairperson, Vice Chairperson or Secretary. Notice of the time and place of any special meeting shall be given each planning committee member, either personally or by mail, at least three (3) days prior to such meeting. The notice shall state the purpose(s) of such meeting. No other business shall be transacted at such meeting. Efforts shall also be made through any available method or media to make known to the public the place, date, time and purpose of such special meeting.
- Section 11. Amendments to these planning committee Bylaws and Procedures and Responsibilities adopted by the planning committee shall become effective upon approval by the Planning Department.
- Section 12. It shall be the duty of the planning committee to maintain a current, up-to-date roster of committee members, to be kept on file in the offices of the City Clerk and the Planning Department.
- It shall be the duty of the planning committee to submit to the offices of the City Clerk and the Planning Department by March 15 of each year, a written summary of accomplishments for the past calendar year and anticipated objectives for the coming year as relates to Article II, Section 1.
- Section 13. It shall be the duty of each planning committee member to attend an orientation training session administered by the Planning Department.

## **ARTICLE V**

### **PLANNING COMMITTEE OFFICERS**

Section 1. The officers of the planning committee shall be elected from and by the members of the planning committee at the regular April meeting. Said officers shall consist of a Chairperson, Vice Chairperson, Secretary, and Treasurer and by policy may include such other officers as the planning committee may deem necessary.

The term of office shall be one (1) year. Officers may be reelected for one (1) additional term only.

Section 2. Chairperson: The Chairperson shall be the principal officer of the planning committee and shall preside over all planning committee and community-wide meetings.

The Chairperson or his/her designate shall be responsible for representing the planning committee's position on all issues taken by the planning committee pursuant to Article II, Section 1 of these bylaws.

The Chairperson shall submit to the offices of the City Clerk and Planning Department by March 15 of each year a written summary of accomplishments for the past calendar year and anticipated objectives for the coming year, as relates to Article II, Section 1.

Section 3. Vice Chairperson: In the absence of the Chairperson, the Vice Chairperson shall perform all the duties and responsibilities of the principal officer.

Section 4. Secretary: The Secretary shall prepare all correspondence and record and maintain minutes of the actions of the planning committee meetings. The Secretary shall provide said information to the planning committee and the general public as required.

The Secretary shall maintain an attendance record and provide a report of same at each planning committee meeting pursuant to Article IV, Section 2.

The Secretary shall be responsible for maintaining a current, up-to-date roster of committee members on file in the offices of the City Clerk and the Planning Department of the City of San Diego.

Section 5.

Treasurer: The Treasurer shall be the financial officer of the planning committee and shall ensure the appropriate management of the planning committee's financial resources and obligations.

The Treasurer shall be responsible for maintaining the planning committee's bank accounts and financial records, transacting the committee's banking business, and paying the appropriately incurred bills and expenses of the planning committee. In addition, the Treasurer shall be responsible for the collection of contributions from the general membership of Uptown Planners.

At each meeting of the planning committee, the Treasurer shall present a report on the current financial status of the planning committee.

Section 6.

The Chairperson shall be the planning committee's representative to the Community Planning Chairperson's Committee (CPC). By specific action, some other member of the planning committee may be selected as the official representative to CPC with the same voting rights and privileges as the Chairperson.

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